

Section 5.2 **OPTIONS MENU**

TKU Options

Overview and Selection

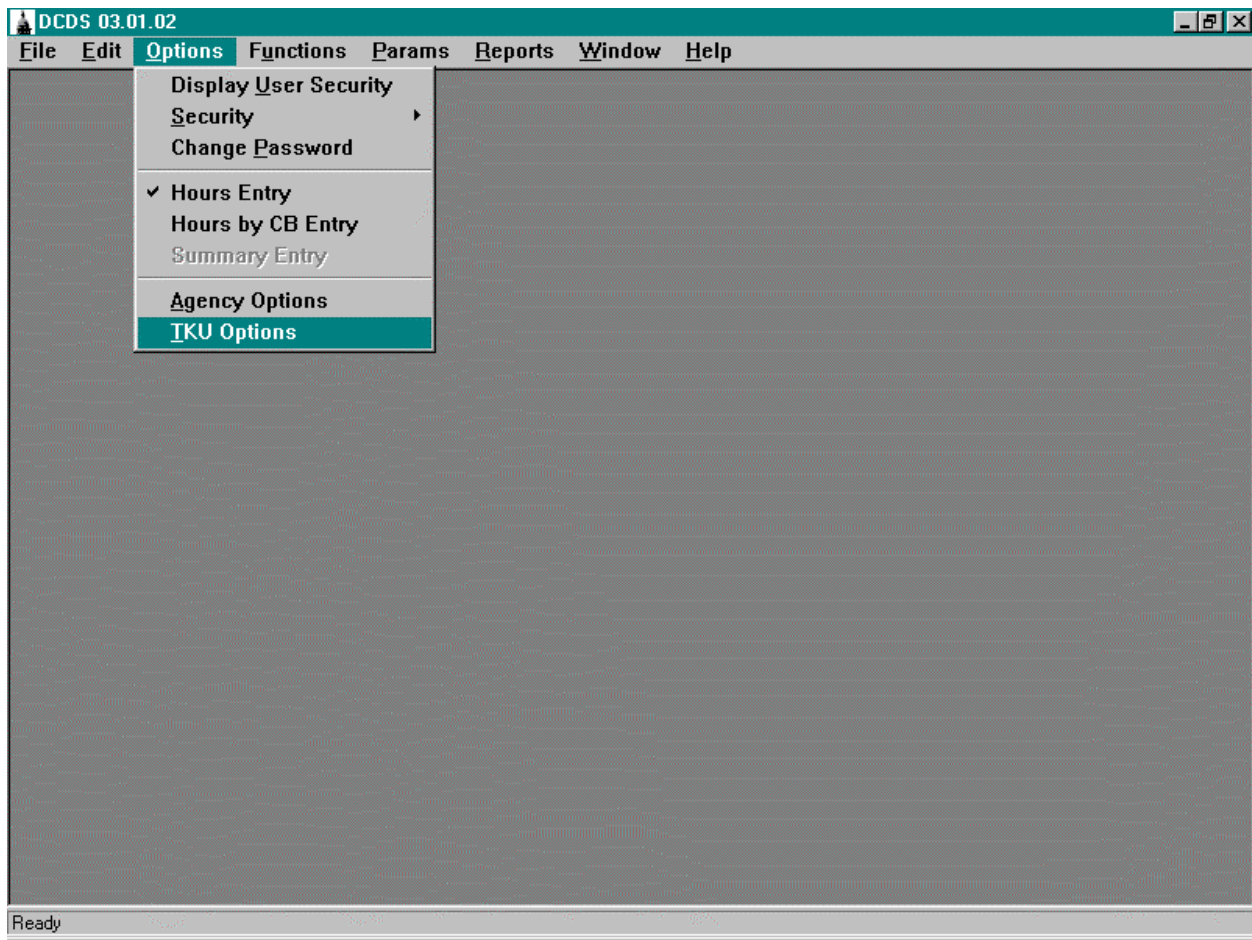
Purpose	This section provides an overview of the options available for agencies to define TKU-specific options for approvals, hours types, notifications, and time and attendance required by DCDS for validation and reference purposes by using the TKU Options window. These options provide flexibility and allow agencies to tailor the system to meet specific requirements.
Tab	Selection
Reminders	<ol style="list-style-type: none"> 1. The TKU Options window is accessed through the <u>O</u>ptions, <u>T</u>KU Options item on the menu bar and consists of the following tabs: <ul style="list-style-type: none"> ■ Selection - Allows a user to select a specific department, agency, and Timekeeping Unit (TKU) or select all TKUs within an agency. The Selection tab consists of a Selection Criteria window and Selection List window. The minimum required selection criteria is department. Once the appropriate information is selected or entered and the Select button is clicked, the other tabs are activated and the data that matches the selection criteria is displayed in the Selection List window. ■ Approval Paths - Allows a user to indicate the approval path for each category (i.e., time, earnings rate adjustment, activity, etc.) at the TKU level. <i>(See Section 5.2.1 for instructions.)</i> ■ Hours Types - Displays all hours types available for a TKU. A user may select the hours types applicable to a specific TKU. <i>(See Section 5.2.2 for instructions.)</i> <p><i>Continued</i></p>

TKU Options

Reminders (Continued)	<ul style="list-style-type: none">■ Notification - Displays all notifications (messages) that may be generated. A user may select the notifications applicable to a specific TKU. (See Section 5.2.3 for instructions.)■ TA Options - Displays the following time and attendance options: (See Section 5.2.4 for instructions.)<ul style="list-style-type: none">■ Show Default Work Schedule on Timesheet■ Validate Multipurpose Code■ Time Entry by Day Required■ Online Audit Required■ Allow Personal Miles Entry■ Enable “Copy Time” Function in Data Collection■ Coding Block Elements Allowed (Time, Equipment, etc.)
References	No specific references

Main Menu

To display the TKU Options window, select the Options, TKU Options from the Menu bar.



Selection Tab

The following window is displayed when Options, TKU Options is selected from the Menu bar. The steps are described on the following pages.

DCDS

File Edit Options Functions Params Reports Window Help

TKU Options

Selection Approval Paths Hours Types Notification TA Options

Selection Criteria

Department: 59 Agency: 01 TKU:

Select

Selection List

Department	Agency	TKU	Name
59	01	100	Transportation
59	01	101	Multiple Employees Secondary Jobs
59	01	AL	All TKUs

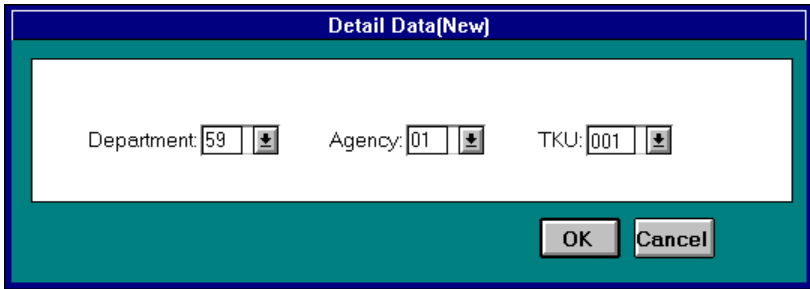
<= >= New Delete Save Close

Ready

DCDS Input Procedures

Selection Tab (Selection Criteria)

Follow the steps below to select a TKU.

Step	Field Name	Action
1	New Button	<p>If defining TA Options for a TKU for the first time, click on the New button. A pop-up window displays to enter the department, agency, and TKU.</p>  <p>When the OK button is clicked, the TA Options tab automatically displays.</p>
2	Department	Select the appropriate department number from the dropdown list or enter a department number. If only a department number is entered, all agencies and TKUs for that department will display in the Selection List window.
3	Agency	Select the appropriate agency number from the dropdown list or enter an agency number.
4	TKU	<p>Select the appropriate TKU number from the dropdown list or enter a TKU number.</p> <p>Note: To enter the same options for all TKUs, enter or select AL. The Selection List window will indicate that all TKUs were selected. Click on the appropriate tab (Approval Paths, Hours Types, Notification, or TA Options) and enter the information. If a specific TKU requires different options, select that TKU and enter the options. This information will overwrite the options defined for all TKUs.</p>

**DCDS Input Procedures
Selection Tab (Selection Criteria)**

Step	Field Name	Action
5	Select button	Click on the Select button located at the top right-hand corner of the window (or press Alt + L). A list of the TKU numbers and names appear in the Selection List window based on the selection criteria.
6	Selection List window	Highlight the TKU(s) from the selection list to be defined.
7	Tab	Click on the appropriate tab for the function being performed (i.e., click on the Approval Path tab to define an approval path for a TKU).

Selection Tab (Selection List)

The following information is displayed:

Field Name	Description
Department	The department code selected.
Agency	The agency code selected.
TKU	The Timekeeping Unit (TKU) selected.
Name	Title of the TKU. If all TKUs were selected “All TKUs” is displayed.